

Instructions
for completing the
Report on Compliance

Section I - Flow Measurement

(a) Include the measured average daily and maximum daily flows, in gallons per day, discharged to the Publicly Owned Treatment Works (POTW) from the Regulated Process. This would include the process wastes regulated in your City of Springfield Wastewater Contribution Permit. Flows should be taken from the process waste flow meters installed to measure process waste discharged to the City sewer. If a flow meter is not used or required by the Wastewater Contribution Permit the City may allow for variable estimates of these flows where justified by cost or feasibility considerations. Process waste does not include domestic sewage waste, uncontaminated cooling water, or other non-process wastewaters. If non-process wastes (i.e. uncontaminated cooling water, domestic sewage, etc.) are included in the flows measured by your flow meter these must be accounted for in (b) below.

(b) If wastes other than process wastes are included in the flows given in (a) above, check "Yes" and write in the non-process flow amounts in 1& 2 below.

If no wastes other than process wastes are included in the flows given in (a) above, check "No", and go on to Section II.

Section II - Measurement of Pollutants

(a) Fill in the regulated categorical Pretreatment Standard(s), as listed in the 40 CFR 403-471 (i.e., 40 CFR 433 Metal Finishing, 40 CFR 413 Electroplating) you must comply with. Also list each standard parameter (i.e.; cadmium, chromium, lead, zinc, etc.) and list the daily maximum/average limit. The parameters are listed in Part I (B) of the Wastewater Contribution Permit issued to you by the City of Springfield. If you have more than one **regulated process** stream, list the pretreatment standards for each stream separately. Attach additional pages if needed.

(b) Attach copies of sample test results taken from your process wastes. Testing should be done for all parameters listed in II(a) above. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If non-process wastewater is mixed with the regulated wastewater prior to pretreatment, the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula, listed in 40 CFR 403.6(e) in order to evaluate compliance with Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit, along with supporting data, shall be submitted to the City.

All sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR part 136 and amendments thereto. Where 40 CFR part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the Administrator determines that the part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the POTW or other parties, approved by the Administrator of the U.S. Environmental Protection Agency. Sampling and analysis shall be representative of normal work cycles and expected pollutant discharges to the POTW.

Section III - Signatory Requirements

a. Qualified Professional Certification

This statement must be reviewed by an "authorized representative" of the Industrial User and certified to by a "qualified professional". By signing this statement you are certifying if your business is/is not consistently meeting the discharge requirements and limits in your Wastewater Contribution Permit. The person signing this section must be "qualified" to determine the compliance status of the process wastewater discharged. They must verify this determination is based on information gained using appropriate monitoring, sampling, and analytical techniques, as stated in 40 CFR 136 and amendments thereto, and that testing data is accurately interpret to certify if discharge parameters are met.

An "authorized representative" is defined in 40 CFR 403.12(1). An "authorized representative" must be: 1) a person designated by the business/corporate president, secretary, treasurer, or vice-president or the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; 2) a general partner or proprietor if the User is a partnership or sole proprietorship; 3) by a duly "authorized" representative of the individual designated in 1) or 2) above. "Authorization" must be made in writing by an individual as described above. The authorization must specify either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company.

A copy of the written company authorization, stating who the signatory authority is, shall be submitted to the City. If the person having signatory authority for the company has changed and the City has not been informed of the current person having signatory authority, a new authorization letter stating who currently has signatory authority must be submitted to the City prior to or along with the submission of this report, 40 CAR 403.12(1)(4).

If you ARE meeting discharge limits check "are", print your name and job title on the line provided. Put your signature, date, and a telephone number where you can be reached during normal business hours. Go on to the next signature requirement in part "b" of this section.

If you ARE NOT consistently meeting discharge limits check "are not" and complete 1)A & B below.

1) If you are not consistently meeting the discharge requirement limits as given in your Wastewater Contribution Permit you must answer the following two questions.

A. List what operational or procedural (i.e.; including better or more frequent monitoring, assigning people responsible to perform a task elimination of the process causing the violation, exclusion of the waste stream causing the violation from your discharge waste) changes are being considered that would bring your facility into compliance. List any treatment technologies (i.e.; new equipment or chemicals) or practices (i.e.; alternate disposal methods or waste handling) that your are considering that would bring your facility into compliance.

B. Give a detailed list of

the actions you WILL TAKE to bring your business into compliance with discharge limits. List ALL phases necessary to complete these changes including planning, budgeting, ordering, installation, initial startup or implementation, review or change, full operation and final compliance achieved. Next to each phase give the date that step will be completed, leading to the final date when you will achieve compliance with the discharge limits.

If you have already been put on a Compliance Schedule, list that schedule here, with the appropriate completion dates. State what phase of the compliance schedule you are currently in.

Within 14 days of completion of each phase of the Compliance Schedule you must notify the City that you have completed the phase. If for any reason you do not progress as planned you are required to notify the City immediately stating why you can not meet the established completion date, what you are doing to complete the phase of the schedule, give the new date you expect to complete each remaining stage of the compliance schedule, and give the expected date when all compliance activities will be complete and your discharge will meet discharge limits.

b. Authorized Representative Statement.

This statement is to be signed by someone designated as an "Authorized Representative" of the company as defined in Section III-a, above. This certifies that all information included in this report is complete and accurate.